



Rule Summary

East Texas A&M University (University) awards salary increases, including merit raises and merit payments, to employees who demonstrate job performance in accordance with The Texas A&M University System (System) Regulation *31.01.08, Merit Salary Increases*.

This rule is required by System Regulation *31.01.08, Merit Salary Increases*. It provides procedures to be used when granting a merit raise or a merit payment to nonfaculty members.

Procedures and Responsibilities

1 NONFACULTY MERIT SALARY PLAN

The University authorizes a merit plan for its nonfaculty members. The details of the plan will be reviewed annually by the Executive Leadership Team and approved by the President.

2 AWARD OF MERIT SALARY INCREASES

As a general rule, merit increases, including raises and payments, are granted at the beginning of the fiscal year in accordance with budget guidelines, previously approved by the Board of Regents. Merit salary increases may also be granted at other times throughout the year.

- 2.1 The merit salary increases must be funded within the existing budget of each division of the University. Expenditures for this program must be made from allowable funds.
- 2.2 All merit salary increases must be recommended through proper channels and approved by the President. For purposes of this section, proper channels for the recommendation of merit salary increases means Department Head/Director to Dean/Assn/Asst Vice President and Vice President.
- 2.3 Merit salary increases for nonfaculty members must be treated as payroll items subject to standard withholdings and deductions.
- 2.4 Merit salary increases will not be effective prior to completion of a nonfaculty member's first six months of employment.
- 2.5 Merit salary increases will not be granted within six months of the employee's last merit salary increase unless the President determines in writing that a one-time merit salary

payment is made in relation to the employee's performance during a natural disaster or other extraordinary circumstance.

3 MERIT RAISE/MERIT PAYMENT CRITERIA

- 3.1 A nonfaculty member who demonstrates performance, evidenced by a "Satisfactory" or higher overall rating on a current annual performance evaluation, or who has successfully completed a special project of significance to warrant special recognition, may be recommended for a merit salary increase, which could be in the form of a merit salary increase or a merit payment.
- 3.2 A nonfaculty member who demonstrates efficient use of state resources that result in significant savings to the department, the University, or System may be recommended for a merit salary increase, which could be in the form of a merit raise or merit payment.

Not all recommended merit salary increases for nonfaculty members will be granted. Discretion to approve or reject merit salary recommendations rests with the president or their designee.

4 OUT-OF-CYCLE MERIT RAISE/MERIT PAYMENT

An out-of-cycle merit salary increase or merit payment may be recommended and granted out-of-cycle if a nonfaculty member clearly demonstrates exceptional performance or accomplishments. The nonfaculty member's supervisor must document and present compelling evidence of this performance in a memorandum to the Executive Leadership Team in order to justify the out of cycle merit salary increase or payment.

Related Statutes, Policies, or Requirements

[Texas Government Code §822](#)

System Regulation [31.01.08, Merit Salary Increases](#)

Definitions

Base Salary: The base salary is the annual salary that is provided to the nonfaculty member that is supported by the nonfaculty compensation plan and is a function of the zone assigned to the position. The zone is computed by the process of job classification, which takes into account factors such as complexity, knowledge and skills, leadership, scope and impact, and relationships.

Merit Raises: Nonfaculty merit raises may be granted based on established meritorious criteria, defined as *Satisfactory* or higher performance, supported by performance evaluations and other similar supervisory documentation or evidence of outstanding achievement. A merit raise increases the nonfaculty member's base salary. Merit salary raises are compensation as defined

under Texas Government Code §822.201 and are eligible for all general deferral plans offered by the System.

Merit Payments: Nonfaculty merit payments may be granted based on established meritorious criteria, defined as sustained superior performance over a period of one year, supported by performance evaluations and other similar supervisory documentation or evidence of outstanding achievement. A merit payment may not increase the nonfaculty member's base salary.

Non-faculty: Non-faculty members, including professional, administrative, and support employees in exempt and non-exempt positions employed at the University, are eligible for the merit salary program.

Revision History

Approved June 20, 2003
Revised August 19, 2004
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